

**GOLIAD COUNTY
JOB DESCRIPTION**

Job Title: County/District Clerk Deputy
Salary: \$13-\$15 with benefits
Location: Goliad County

Department: Goliad County District Clerk
Reports To: County/District Clerk

SUMMARY:

Assist the Clerk in the preparation and maintenance of documents relating to the County and District Clerk's office including but not limited to Criminal, Civil, Probate and Guardianship, and Juvenile cases.

SUPERVISION RECEIVED: Works under the general supervision of the County and District Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactory. Duties may include the following:

***PUBLIC ASSISTANCE:** Assist the public in locating filed documents either by phone, in person, or via email. Issue birth, death and marriage certificates.

***CRIMINAL AND CIVIL FILE MANAGEMENT:** Creates new cases and enter data into computer. Receives documents and appropriate fees process accordingly. Prepares a monthly Pre-Trial docket, a Non-Jury docket, as well as the Jury Docket and notifies all parties associated with case.

***ADDITIONAL DUTIES:** Receive and place phone calls and address and resolve public questions and complaints. Performance of any other responsibility in order to maintain the operation of the office without interruption.

Note: The duties listed above are intended only as illustration for the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

MANDATORY QULIFICATIONS:

Candidate must be available to work 8 a.m. to 5 p.m., Monday thru Friday and must have reliable transportation.

Must be able to communicate in oral and written form with correct spelling and grammar.

Must be able to attend 3-5 day educational conferences, if requested.

Ability to add, subtract, multiply and divide using whole numbers, common fractions, decimals, compute percentages.

Must be proficient in Microsoft Office and be able to type 35-40 wpm.

Reference check and job related tests might be required.

EDUCATION AND/OR EXPERIENCE:

High school diploma or general education degree (GED).

Knowledge of civil and criminal procedures and legal terminology a plus.

PHYSICAL DEMANDS: This is a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment is professional and its characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

BENEFITS: Employer paid benefits following a 90-day probation period. Vacation and sick time is accumulated at a bi-weekly rate, based on years of service.

Paid holidays and matching retirement are also offered as well as longevity compensation following 12 continuous months of employment.

Applications are available in the Treasurer's Office or the District/County Clerk's office,
127 N. Courthouse Square, Goliad, Texas, 77963
or online at <https://www.co.goliad.tx.us>.